

AALT Minutes
December 14, 2020 9:00 am

Presiding: S. McDermott

Members present: S. Shain, S. Lancaster, M. Sunday, K. Kortz, K. Fisher, A. Callahan, K. Sullivan, K. Burns, M. Hearn, M. Yeager, D. Bertalino, C. Knoepler

Recorder: K. Fisher

Adjourned: 10:00 am

Agenda Item	Discussion	Action
Faculty Advising	M. Sunday lead a discussion on the faculty memo to advise during the brea, Deans discussed the language and the process.	M. Sunday will provide the Dean's with a list of participating faculty. Deans will approve the initial RTE forms for participating faculty.
Incomplete Form	S. Shain presented the electronic Incomplete form and discussed the process for faculty to complete the form. Deans discussed the form language regarding due dates of assignments. The policy allows for Incomplete work to be completed by the end of the next semester.	Deans will remind faculty to compete the Incomplete form and to review the policy.
Spring Master Schedule	S. McDermott provided an announcement to remind individuals to reallocate p cards as a new provider will begin the 1st of the year. Reviewed the Master schedule and discussed specific course enrollments.	Deans will provide the decision of cancelling a winter session course on December 24th.